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7

OFFICE OF TRAINING

SCHEDULE OF COURSES

JULY — DECEMBER 1968



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Office of Training

Schedule of Courses

July through December 1968

| | |
|--|------------------------|
| Administrative Procedures | 1 week - Full time |
| 5 - 9 Aug | 28 Oct - 1 Nov |
| 26 - 30 Aug | 25 - 29 Nov |
| 16 - 20 Sept | 16 - 20 Dec |
| 7 - 11 Oct | |
| ADP Orientation | 3 days - Full time |
| 1 - 3 Oct | 17 - 19 Dec |
| 12 - 14 Nov | |
| Advanced Management (Planning) | 5 1/2 days - Full time |
| 22 - 27 Sept | 8 - 13 Dec |
| Air Operations | Scheduled on Request |
| Basic Country Survey: USSR | 2 weeks - Full time |
| 28 Oct - 8 Nov | |
| Challenge of Worldwide Communism (for CTS) | 3 weeks - Full time |
| 22 July - 9 Aug | 18 Nov - 6 Dec |
| 12 Aug - 30 Aug | 9 Dec - 3 Jan 1969 |
| Chiefs of Station Seminar | 2 weeks - Full time |
| 7 - 18 Oct | |
| China Familiarization | 1 week - Full time |
| 9 - 13 Sept | 28 Oct - 1 Nov |

China Operations 1 week - Full time
16 - 20 Sept

CIA Review 1 1/2 days - Full time
9 July 8 Oct
13 Aug 12 Nov
10 Sept 10 Dec

Clandestine Services Desk Orientation 1 day - Full time
(for CTs)
3 Sept 18 Nov

Clandestine Scientific & Technical Operations 2 weeks - Full time
30 Sept - 11 Oct

Clandestine Services Records I 1 week - Part time
8, 10, 12 July 3 - 4 Oct (for CTs)
4 Sept (for CTs) 19 Nov (for CTs)
21, 23, 25 Oct 2, 4, 6 Dec

Clandestine Services Records II 1 week - Part time
15 - 19 July 20 - 27 Nov (for CTs)
5 - 12 Sept (for CTs) 9 - 13 Dec
28 Oct - 1 Nov

Clandestine Services Records III 2 days - Part time
22 - 23 July 16 - 17 Dec
4 - 5 Nov

Clandestine Services Review 9 days - Full time
4 - 15 Nov

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Clerical Refresher 4 weeks - Part time

1 - 26 July

14 Oct - 8 Nov

5 - 30 Aug

18 Nov - 13 Dec

9 Sept - 4 Oct

Communist Party Organization & Operations - To Be Announced

Counterintelligence Familiarization 8 days - Full time

7 - 16 Oct

9 - 18 Dec

Counterintelligence Operations

2 weeks - Full time

3 - 13 Sept

25 Nov - 6 Dec

Covert Action Operations Seminar

3 1/2 days - Full time

29 Sept - 2 Oct

1 - 4 Dec

Effective Speaking

12 weeks - Part time

(1 session a week)

4 Sept - 6 Nov

Field Finance and Logistics

3 weeks - Full time

29 July - 16 Aug

18 Nov - 6 Dec

9 Sept - 27 Sept

Geography of Communist China

3 weeks - Full time

16 Sept - 4 Oct

Information Reporting, Reports, & Requirements 3 weeks - Full time

9 - 27 Sept

4 - 22 Nov

Information Reports Familiarizations

1 week - Full time

8 - 12 July

21 - 25 Oct

15 - 19 July

2 - 6 Dec

7 - 11 Oct

9 - 13 Dec

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|---|---------------------------------|
| Intelligence Briefing | 18 days - Part time |
| 8 - 31 Oct | |
| Intelligence Production (for CTs) | 9 weeks - Full time |
| 7 Oct - 6 Dec | |
| Intelligence Review | 2 weeks - Full time |
| 2 - 13 Dec | |
| Intelligence Techniques (for CTs) | 3 weeks - Full time |
| 22 July - 9 Aug | 18 Nov - 6 Dec |
| 12 - 30 Aug | 9 Dec - 3 Jan 1969 |
| Introduction to Communism | 2 weeks - Full time |
| 16 - 27 Sept | 14 - 25 Oct |
| Introduction to Intelligence | 2 weeks - Full time |
| 29 July - 9 Aug | 7 - 18 Oct |
| 9 - 20 Sept | 18 - 29 Nov |
| Introduction to Map Reading & Imagery Analysis | 8 days (over 3 wks) - Full time |
| 28 Oct - 15 Nov | |
| JCS/DIA | 2 days - Full time |
| 20 - 21 Nov | |
| Language Courses | |
| <u>Full time</u> | |
| French, German, Italian, Portuguese, and Spanish: | |
| 1 July 1968 | 3 September 1968 |

Language Courses continued

Full time cont.

Russian, Polish, Serbo-Croatian, Czech, & Hungarian:
16 September 1968

All other Languages:
16 September 1968

Part time

All Languages:
9 September 1968

NOTE: Full-time courses last for six months; part-time courses, most of which meet for two hours in the morning three days a week, are scheduled for a total of either 100 hours or 200 hours.

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|---------------------------------|----------------------|
| Management | 1 week - Full time |
| 9 - 13 Sept | 2 - 6 Dec |
| Managerial Grid | 1 week - Full time |
| 15 - 20 Sept | 17 - 22 Nov |
| Midcareer Executive Development | 6 weeks - Full time |
| 21 July - 30 Aug | 13 Oct - 22 Nov |
| Operations, Phase I | 13 weeks - Full time |
| 7 Oct - 17 Jan 1969 | |
| Operations, Phase II | 9 weeks - Full time |
| 3 Sept - 1 Nov | |
| 25X1A [REDACTED] | 3 weeks - Full time |
| 3 - 20 Sept | 4 - 22 Nov |

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|-----------------------------|------------------------|
| Operations Familiarization | 4 weeks - Full time |
| 3 - 27 Sept | |
| Operations Support | 3 weeks - Full time |
| 30 Sept - 18 Oct | 2 - 20 Dec |
| Orientation for Overseas | 2 days - Full time |
| 2 - 3 July | 1 - 2 Oct |
| 1 - 2 Aug | 5 - 6 Nov |
| 3 - 4 Sept | 26 - 27 Nov |
| Orientation to Intelligence | 2 weeks - Full time |
| 8 - 19 July | 4 - 15 Nov |
| Parachute Jump Training | 2 weeks - Full time |
| 4 - 15 Nov | |
| Project USEFUL | 1 week - Full time |
| 23 - 27 Sept | |
| Politics Workshop | 3 1/2 days - Full time |
| 27 - 30 Oct | |
| Senior Management Seminar | 1 week - Full time |
| 20 - 25 Oct | |
| Soviet Bloc Operations | 2 weeks - Full time |
| 16 - 27 Sept | 12 - 22 Nov |
| Supervision | 1 week - Full time |
| 5 - 9 Aug | 28 Oct - 1 Nov |
| Support Services | 6 weeks - Full time |
| 7 Oct - 15 Nov | |

Support Services Review: Trends & Highlights

3 1/2 days - Full time

10 - 13 Sept

3 - 6 Dec

15 - 18 Oct

Systems Development Process (Brandon)

3 days - Full time

15 - 17 Oct

10 - 12 Dec

Vietnam Area

1 week - Full time

5 - 9 Aug

14 - 18 Oct

9 - 13 Sept

2 - 6 Dec

Vietnam Paramilitary Orientation

4 days - Full time

19 - 22 Aug

28 - 31 Oct

23 - 26 Sept

16 - 19 Dec

Vietnam Station Orientation

3 days - Full time

13 - 15 Aug

22 - 24 Oct

17 - 19 Sept

10 - 12 Dec

Writing Workshop (Advanced)

Not Scheduled

Writing Workshop (Basic)

4 weeks (2 Mornings) -
Part time

3 - 26 Sept

Writing Workshop (Intermediate)

4 weeks (2 Mornings) -
Part time

4 - 25 Sept

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